U-Drive Contract Scans Archive.

1. Under “U:\Finance & Administration\Contract Processing” we created **4 subfolders for FY** 06-07; 07-08; 08-09; 09-10.

2. Each **FY** is divided into two parts:
   i. · Templates;
   ii. · Contract Scans;

3. Each “**Contract Scans**” folder is divided into **47 subfolders** covering all LSUHSC Departments, HCSD entities, major hospitals and other important categories (e.g. Multidisciplinary Contracts and Affiliation Agreements)

4. **Several major and the most complex subfolders** are further divided into subsections reflecting each of the specialties/sub departments within the entity (e.g. LSUHSC Dept. of Medicine; EKLMC and UMC);

5. Last, **each final folder** is broken into two smaller parts:
   a. · Contracts Fully Executed
   b. · Contracts in Process – please, note, that “In Process Contracts” shall only be scanned into the database upon special request and/or under special circumstances.

**Basic rules for filing and finding your contract scan:**

- **A formula** shall be used for each individual scanned contract consisting of the following components:
  1. Name of the contracting facility/entity (abbreviated);
  2. Name of the LSUHSC Department (abbreviated);
  3. Contract ID;
  4. Abbreviated type of contract (e.g. AA for Affiliation Agreements; LT or PSA for Locum Tenens/Professional Services Agreements; PS/NPS for Paying/Non-Paying Supplements, FSC/NFSC for Fed./Non-Fed. Sub-Contracts, EXP. For Expenditure Contracts, etc.);
  5. FY or range of Fiscal Years the contract covers – eg. 07-09 for the most recent Affil. Agreements.
• Each contract will be filed multiple times in all folders for each FY it extends

• Each HCSD facility has its own separate folder. Every HCSD contract will be saved twice – under the ind’l Department or in Multidisciplinary folder and also in the particular HCSD folder;

• We have 6 special folders for the major teaching hospitals/contracting parties. Their contracts will be also double filed (just like HCSD) – one copy under the Department, one copy under the OA’s name. They include:
  1. Touro Infirmary;
  2. Children’s Hospital;
  3. Our Lady of the Lake Hospital;
  4. Ochsner Clinic Foundation;
  5. Ochsner Medical Center – Kenner;
  6. West Jefferson Medical Center;
  7. Other major contracting entities shall be added as deemed necessary.

• There is a special folder for Multidisciplinary Contracts on the main screen. We shall double file these contracts under the individual Departments, however only if there is any special significant connection between them and/or under special circumstances as deemed necessary;

• In addition, please, note that there is also a special folder for multidisciplinary Affiliation Agreements, which are initiated and processed upon Departments’ request solely by the Contract Management team.